

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

**Thursday, June 17, 2010**

**Time: 3:00 to 5:00 p.m.**

**Location: 555 County Center, 5<sup>th</sup> Floor, Redwood City, California**

### Resource Management and Climate Protection Committee (RMCP)

#### Meeting Notice and Agenda

1. Introductions
2. Public comment
3. Approval of Minutes March 18, 2010 (Alexis Petru) Action
4. Update on Energy Section of the San Mateo County Energy Strategy Direction  
(Kim Springer)
5. Climate Action Plan Template and Tool Grant Effort Direction  
(Richard Napier)
6. San Mateo County Energy Watch Reporting Tools Direction  
(Alexis Petru)
7. Committee Updates
8. Set Next Meeting Date (7/15/10)

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

Map to 555 County Center, Redwood City (find the “+” in the middle of the page)

# C/CAG AGENDA REPORT

**Date:** June 17, 2010  
**To:** Resource Management and Climate Protection Committee  
**From:** Kim Springer  
**Subject:** Update on the Energy Section of the San Mateo County Energy Strategy  
(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

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## **RECOMMENDATION**

That the Committee establish a set of elements to be included in a the energy section of a follow-up report to the San Mateo County Energy Strategy.

**FISCAL IMPACT**     None.

## **SOURCE OF FUNDS**

C/CAG General Funds will fund the cost of writing the follow-up report to the San Mateo County Energy Strategy through a staff services agreement between C/CAG and the County of San Mateo.

## **BACKGROUND/DISCUSSION**

In February 2006, C/CAG chartered the Utilities and Sustainability Task Force (USTF), an ad hoc working group of CMEQ, with the task considering the future needs of San Mateo County in regards to both Energy and infrastructure. Water was soon identified as an important connection to energy and additional sections (goals) were also identified as relevant to the overall strategy document to be developed; the San Mateo County Energy Strategy (Energy Strategy).

In December 2008, the County of San Mateo Board of Supervisors adopted the final Energy Strategy. Over the following year (through November 2009), every city in San Mateo County also adopted the Energy Strategy.

The cities in the county provided some feedback to the County on the document as their respective councils and staff reviewed it through the adoption process. These comments, mostly verbal, should be considered as C/CAG develops a follow-up report to the original document.

Staff believes that a review of the energy goal, strategies and outcomes, as well as updated energy data should be presented in the follow-up report. Instead of providing the complete report, the link the report on the C/CAG website is provided to you as an attachment.

## **Attachment**

<http://www.ccag.ca.gov/pdf/USTF/reports/Draft%20County%20Energy%20Strategy.pdf>

# C/CAG AGENDA REPORT

**Date:** June 17, 2010

**To:** Resource Management and Climate Protection Committee

**From:** Richard Napier

**Subject:** Climate Action Plan Template and Tool Effort

(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

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## **RECOMMENDATION**

Provide comments to staff on the grant proposal provided to the BAAQMD and ABAG/PG&E.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

C/CAG San Mateo County Energy Watch and General Funds funded the cost of developing and writing the grant proposal through a staff services agreement between C/CAG and the County of San Mateo.

## **BACKGROUND/DISCUSSION**

At the March 18, 2010 RMCP committee meeting, staff presented its intention to request grant funding from the BAAQMD and PG&E to “propel” and existing effort by some of the cities in San Mateo County to develop a template and tool set to help the cities in San Mateo County complete Climate Action Plans.

The Committee gave direction to move forward with that effort and staff have since developed a proposal and submitted it to BAAQMD and to PG& for their consideration.

BAAQMD seems very interested in the proposal and may complete a grant contract for the proposal by the end of this fiscal year (June). Staff would like the RMCP committee to review the elements of the proposal and make suggestions relative to its content so that considerations of the RMCP committee can be given during the contract negotiating process.

A copy of the grant proposal and accompanying chart is provided as an attachment to this staff report.

## **Attachment**

“CEQA Ready” Climate Action Plan Template and Tools Proposal and Flow Chart

# **“CEQA Ready” Climate Action Plan Template and Tools**

Proposal to: Bay Area Air Quality Management District

May 28, 2010

**Background:** The City and County Association of Governments (C/CAG) desires to develop a Climate Action Plan (CAP) Template, Greenhouse Gas (GHG) reduction forecasting, and GHG reduction calculation tool that will satisfy the requirement under the recently released CEQA guidelines.

**Unique Position:** As a result of earlier actions by cities and to leverage funding from the Bay Area Air Quality Management District through the Climate Protection Grant program, the County and C/CAG were able to complete both Government Operation and Community-Scale GHG emission inventories for all the cities in San Mateo County. A number of cities in San Mateo County are interested in developing their CAPs in order to move forward in their climate protection efforts. A small group of cities are currently meeting and discussing the development of a CAP template.

**Objective:** Propel the existing effort by this small group of cities forward, bringing resources, expertise and collaboration, in order to eventually get every city in San Mateo County through CAP development and adoption. For this proposal, we will get four cities through both their government operations and communitywide CAP process to prove the value of the template and tools, and to refine the template and tools as feasible. Attached is a flow chart of the proposed San Mateo County Project.

**Matching Funds:** C/CAG is prepared to match funds provided by the BAAQMD to this grant proposal to complete the following scope of work up to \$75,000. This will enable Phase I to be completed. C/CAG continues to negotiate with PG&E and the Association of Bay Area Governments (ABAG) to work collaboratively and to establish additional funding for this effort.

C/CAG hopes to attain funding of \$150,000 via PG&E from the Green Communities program. If C/CAG can get these funds, the scope of work will broaden to Phase II to reach the ultimate goal of this program; completed CAPs for every city in San Mateo County

## **BAAQMD Funded Work Plan (San Mateo County Phase I)**

### **I - Scope and Develop CAP Template and Tools**

**Task 1.1:** Establish working group and develop outline of the CAP template. Leverage working group to develop desired attributes of both the forecasting and calculation tools. Examine existing CAP calculation tools and settle on list of measures to be included in the CAP template and tool “package”. Complete a procurement process for consultants to write CAP template and develop the CAP tools.

Deliverables:

1. CAP template outline
2. List of desired attributes of the forecasting and calculation tools
3. List of measures to be included in the CAP template and tools
4. List of selected consultants and roles

**Task 1.2:** Complete the CAP template and develop the calculations methodologies and coefficients for the measures to be included in the CAP template and tool “package”. (This deliverable will be reviewed by the BAAQMD for feedback, in order to establish that the resulting CAP template and tool “package” meet existing CEQA guidelines.)

Deliverables:

1. Completed Draft CAP template
2. Completed Draft calculation methodologies and coefficients for selected measures
3. Complete Forecasting Tool

**Task 1.3:** Develop CAP Forecasting and Calculation Tools, leveraging existing tools available, collaborating with organizations to customize existing tools, or develop an entirely new set of tools.

Deliverable:

1. CAP Forecasting and Calculation Tool tied to measures on CAP template

### **II - Develop Workshops and Climate Action Plans for Four Cities**

**Task 2.1:** Develop workshop materials and provide workshops for staff from the cities in San Mateo County.

Deliverable:

1. Workshop materials
2. Attendance lists

**Task 2.2:** Work with a minimum of four (4) cities in San Mateo County to complete Government Operation and Community-Scale CAPs using the developed CAP template and tools.

**Deliverables:**

1. Four completed and Government Operation and four completed and adopted Community-Scale CAPs.

**PG&E Funded Work Plan (San Mateo County Phase II)**

**III - Develop Workshops and Climate Action Plans for 8-12 Cities**

**Task 3.1:** Develop workshop materials and provide workshops for staff from the cities in San Mateo County.

**Deliverable:**

1. Workshop materials
2. Attendance lists

**Task 3.2:** Work with a 8-12 cities in San Mateo County to complete Government Operation and Community-Scale CAPs using the developed CAP template and tools.

**Deliverables:**

1. Eight to 12 each, completed Government Operation and Community-Scale CAPs.

## **Template and Tool Description**

CAP Template: C/CAG has identified that, as in the case of many environmental initiatives, available staff at cities lack the time and understanding to put that city through a process to achieve the initiative. The climate action plan process is especially challenging, as there are so many facets to the process. The proposed CAP template will be a resource to “demystify” the process.

### **The CAP Template will:**

- outline the overall goal of a CAP
- explain how it relates to the to the completed inventories
- suggest the set of stakeholders and the order in which a city might engage them in the process
- explain the relationship of community/government stakeholders to the ultimate success of a climate protection program stemming from the CAP
- advise on the likely interest of various stakeholders to the process and perhaps some best practices on how to approach these stakeholders
- explain the relationship of the CAP to CEQA requirements and city general plan updates
- contain a list of GHG emission reduction measures (we estimate 80) that the city can choose from for their CAP
- provide a sample (template) of the final CAP report and a sample staff report and resolution for the city or town council
- suggest that, if the city has not already adopted an emissions reduction target (“Cool Mayors”, etc.) that they do so as part of the process of completing their CAP.

### **The Forecasting Tool will:**

- allow input of the cities’ 2005 GHG emission inventory levels as a baseline
- allow a “business as usual” % trend for future GHG emissions growth to be included
- allow the city to set an emissions reduction goal for 2050 and interim goals in alignment with their adopted climate protection commitment
- have a graphic output that will generate a chart or table that can be used in the CAP report

### **The Calculation Tool will:**

- provide calculations for the measures contained in the CAP template
- provide approximate cost and GHG emission reduction potential, hopefully for all the CAP template measures
- allow calculations through the input of simple data by the city
- leverage real world cost and outcome data when ever possible
- leverage commonly accepted coefficients, GWPs, etc., such that the outcome of the CAP meets with ARB, CEQA, State protocols, etc.

- have a graphic output that will generate a chart or table that can be used in the CAP report

Overall Template and Tool:

The template and tool will attempt to contain all of the above. Specifically, for the Calculation Tool, there are several options for this portion of the proposal, ranging from purchasing an existing tool (HARA or SAP), contracting to modify an existing tool (ICLEI CAPP), or developing a new tool using existing resources and a contractor, graduate students, etc. Task 1.1 in this proposal will “scope” the options and choose that one we determine to have the highest value.



## **Partners and Qualifications**

**C/CAG:** is a Consortium of Governments (COG) that has Board of Directors with one elected official representative from the County and one from each of the 20 cities in San Mateo County. C/CAG has a long track record of successfully coordinating efforts countywide in San Mateo County. C/CAG accomplishes this by have a number of committees that also cross city boundaries; a TAC of Public Works Directors, a Congestion Management and Environmental Quality (CMEQ) committee, a Resource Management and Climate Protection (RMCP) committee, and others. To find out more about C/CAG, link to: <http://www.ccag.ca.gov/org.html>.

**County of San Mateo, Department of Public Works, Waste Management and Environmental Services Section:** contractually supports C/CAG and several of its programs related to Energy Efficiency, Water Conservation, Solid Waste and Climate Action. Currently, this section of Public Works manages and staffs the San Mateo County Energy Watch (SMCEW), staffs the Resource Management and Climate Protection committee and provides staff support to C/CAG as the Local Task Force to the State agency, CalRecycle. This section of Public Works also completed a set of deliverables to the to the BAAQMD under the recently completed Climate Protection Grant Agreement – Capacity Building Grant, which allowed the County to hire staff for the SMCEW.

**Multiple Cities:** This effort will support and build upon the current effort of five cities that are engaged in demystifying the development of Climate Action Plans. These cities include, Millbrae, San Bruno, Portola Valley, Cupertino, and Pacifica.

**Consultants:** C/CAG will undergo a procurement process for consultants to support this project. Any contract under \$50,000 can likely be procured using a simple interview process. Any contract over \$50,000 will require an RFP process lasting approximately two months long.

Consultants and other partners that may be considered as part of this program include:

ICLEI

Joint Venture Silicon Valley

Association of Bay Area Governments

HARA

SAP

Ecology Action

## **Proposal Time Line, Funding and Contacts**

### **BAAQMD Funded Work Plan (San Mateo County Phase I) Time Line**

- |                    |   |
|--------------------|---|
| June 30, 2010      | Complete Contracts with BAAQMD and PG&E   |
| October 30, 2010   | Complete Task 1.1 Deliverables  |
|                    | <ol style="list-style-type: none"><li>1. CAP template outline</li><li>2. List of desired attributes of the forecasting and calculation tools</li><li>3. List of measures to be included in the CAP template and tools</li><li>4. List of selected contractors and roles</li></ol> |
| January 31, 2011   | Complete Task 1.2 Item 1 Deliverable  |
|                    | <ol style="list-style-type: none"><li>1. Completed Draft CAP template</li></ol>   |
| February 28, 2011  | Complete Task 1.2 Item 2 Deliverable  |
|                    | <ol style="list-style-type: none"><li>2. Completed Draft calculation methodologies and coefficients for selected measures</li></ol>   |
| April 30, 2011     | Complete Task 1.2 Item 3 Deliverable  |
|                    | <ol style="list-style-type: none"><li>3. Complete Forecasting Tool</li></ol>  |
| June 30, 2011      | Complete Task 1.3   |
|                    | <ol style="list-style-type: none"><li>1. CAP Forecasting and Calculation Tool tied to measures on CAP template</li></ol>  |
| September 30, 2011 | Complete Tasks 2.1 and 2.1  |
|                    | <ol style="list-style-type: none"><li>1. Workshop materials</li><li>2. Attendance lists from workshops</li></ol>  |
| December 30, 2011  | Complete Task 2.2   |
|                    | <ol style="list-style-type: none"><li>1. Four completed and adopted Government Operation and four completed and adopted Community-Scale CAPs.</li></ol>   |

Every attempt will be made to complete all the above deliverables before the listed completion date and to provide a final report before December 30, 2011.

### **PG&E Funded Work Plan (San Mateo County Phase II) Time Line**

Schedule To Be determined.

### **BAAQMD Funded Work Plan (San Mateo County Phase I) Funding**

#### **Funding Partners:**

C/CAG	\$75,000
BAAQMD	\$75,000
Total	\$150,000

#### **Approximate Use of Funds:**

Template Development	\$ 50,000
Tools Development	\$ 50,000
Training/Workshops (4 cities)	\$ 15,000
Technical Support	\$ 20,000
Administration	\$ 15,000
Total:	\$150,000

### **PG&E Funded Work Plan (San Mateo County Phase II) Funding**

#### **Funding Partners:**

PG&E	\$150,000
Total:	\$150,000

#### **Approximate Use of Funds:**

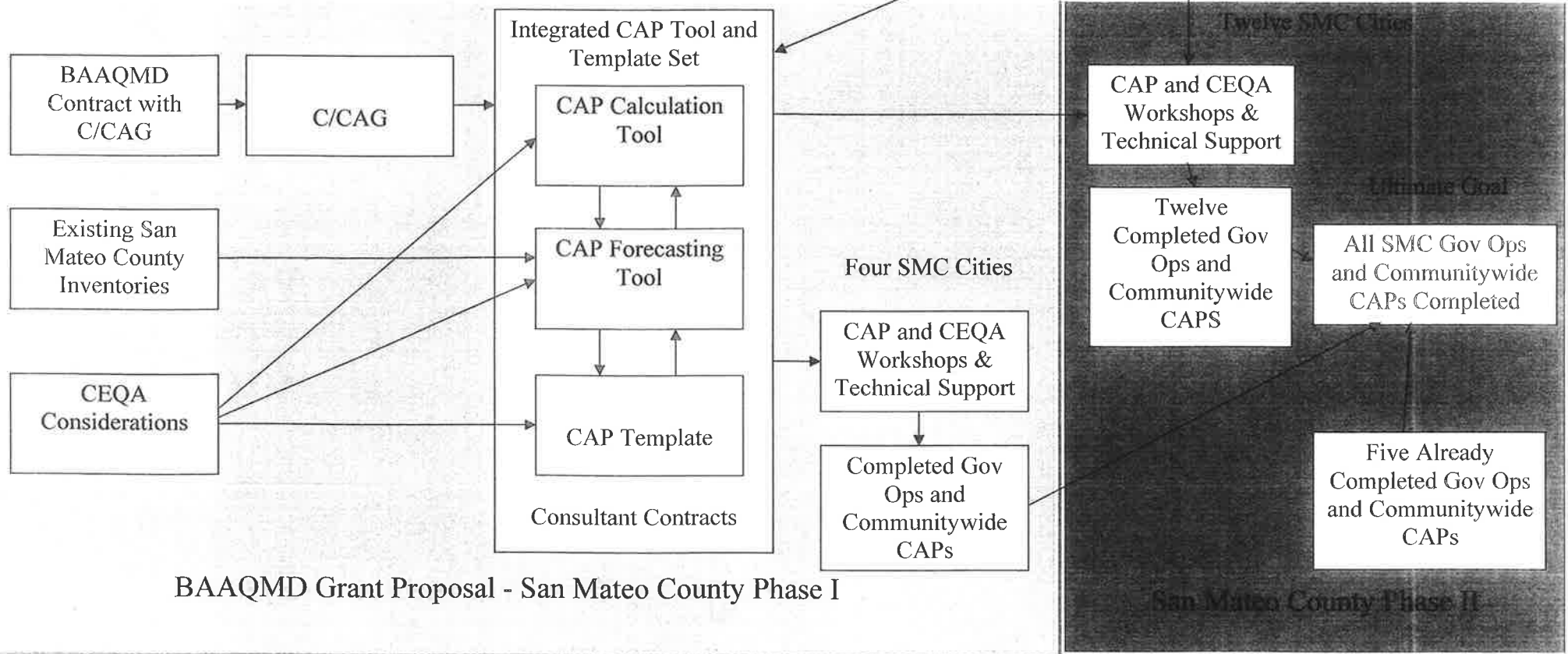
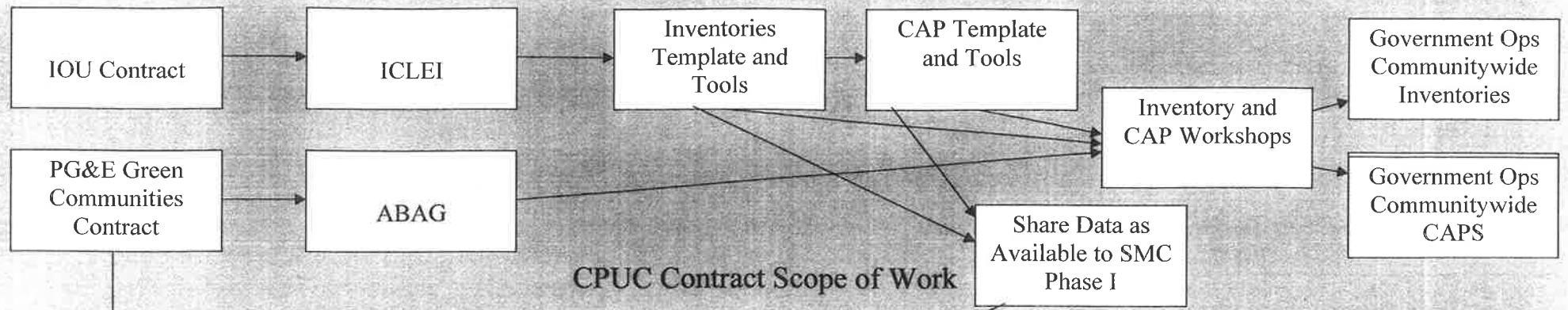
Training/Workshop (8-12 cities/County)	\$ 60,000
Technical Support	\$ 90,000
Total:	\$150,000

Note: for this proposal, any additional funds available from PG&E will be put towards additional training and workshops to support the other 12 jurisdictions in San Mateo County through the completion of their CAP process. If \$150,000 is available from PG&E then 8-12 additional CAPS will be completed. If necessary the Phase II proposal is scalable.

#### **Proposal Contacts:**

Kim Springer  
Resource Conservation Program Mgr.  
County of San Mateo  
650-599-1412

Richard Napier  
Executive Director  
City and County Association of Governments  
650-599-1420



# C/CAG AGENDA REPORT

**Date:** June 17, 2010

**To:** Resource Management and Climate Protection Committee

**From:** Alexis Petru

**Subject:** San Mateo County Energy Watch Reporting Tools

(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

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## **RECOMMENDATION**

Provide comments to staff on a proposed set of simplified reporting tools for C/CAG committees for the San Mateo County Energy Watch (SMCEW) program.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

San Mateo County Energy Watch grant funds provide funding for reporting to C/CAG committees on program progress.

## **BACKGROUND/DISCUSSION**

The 2010-2012 program cycle of the San Mateo County Energy Watch (SMCEW), a Local Government Partnership between C/CAG and PG&E, began January 1, 2010. The program seeks to reduce energy use in the San Mateo County by completing energy efficiency projects with municipalities, business and through a middle-income residential program.

C/CAG executed an agreement with County staff to manage and staff the SMCEW program. Periodically, staff present to various C/CAG committees and have been leveraging a document provided to the program by contractor, Ecology Action.

Staff have been concerned that this document may not be adequate for presentation purposes and that a new format should be developed.

Staff has provided a proposed format for the committee to comment on and which is provided to the committee as an attachment to this staff report.

## **Attachment**

SMCEW May Update Chart

Performance to Date / Forecast  
(as of May 2010)

**SMEW** 11% of program elapsed

kw	Jan	Feb	Mar	Apr	PTD	May-Jun	July-Sep	Oct-Dec	TOTALS
Goals	23.81	26.91	25.59	21.97	98.28	264.00	312.00	360.00	285.67
Actuals/Forecast	16.57	38.79	54.51	1.80	111.67	48.00	48.00	48.00	288.00

To-Date Performance
<b>117%</b>

Higher % is better

13% of total program goal

kWh (energy savings)	Jan	Feb	Mar	Apr	PTD	May-Jun	July-Sep	Oct-Dec	TOTALS
Goals	166,668	167,503	163,838	137,605	635,613	306,314	440,469	332,881	2,000,010
Actuals/Forecast	157,474	204,161	399,931	6,873	788,439	330,000	495,000	495,000	2,088,439

To-Date Performance
<b>115%</b>

Higher % is better

13% of total program goal

Rebate	Jan	Feb	Mar	Apr	PTD	May-Jun	July-Sep	Oct-Dec	TOTALS
Goals	\$ 21,667	\$ 22,074	\$ 21,628	\$ 17,292	\$ 82,660	\$ 38,382	\$ 53,948	\$ 33,425	\$ 259,999
Actuals/Forecast	\$ 17,182	\$ 26,541	\$ 60,650	\$ 893	\$ 105,267	\$ 42,900	\$ 64,350	\$ 64,350	\$ 257,400

To-Date Performance
<b>121%</b>

Lower % is better

13% of total program goal

\$ / kWh (cost-effectiveness)	Jan	Feb	Mar	Apr	PTD	May-Jun	July-Sep	Oct-Dec	TOTALS
Goals	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.13	\$ 0.08	\$ 0.12	\$ 0.09	\$ 0.13
Actuals/Forecast	\$ 0.11	\$ 0.13	\$ 0.15	\$ 0.13	\$ 0.14	\$ 0.09	\$ 0.13	\$ 0.13	\$ 0.13

To-Date Performance
<b>105%</b>

Lower % is better

Performance	Jan	Feb	Mar	Apr	PTD	May-Jun	July-Sep	Oct-Dec	TOTALS
Goals	\$ 18,333	\$ 18,425	\$ 18,022	\$ 15,137	\$ 69,917	\$ 36,287	\$ 83,542	\$ 248,367	\$220,001
Actuals/Forecast	\$ 17,322	\$ 22,458	\$43,992	\$756	\$84,528	\$ 36,300	\$ 54,450	\$ 54,450	\$229,728

To-Date Performance
<b>115%</b>

13% of total program goal

kWh is the annual kilowatt-hour energy savings to customers.

Rebate is the amount of incentive funds used to help defray costs of energy-efficiency projects in the form of instant rebates.

\$/kWh is the rebate amount divided by the total kWh. \$0.13 per kWh is the cost-effectiveness target for the program.

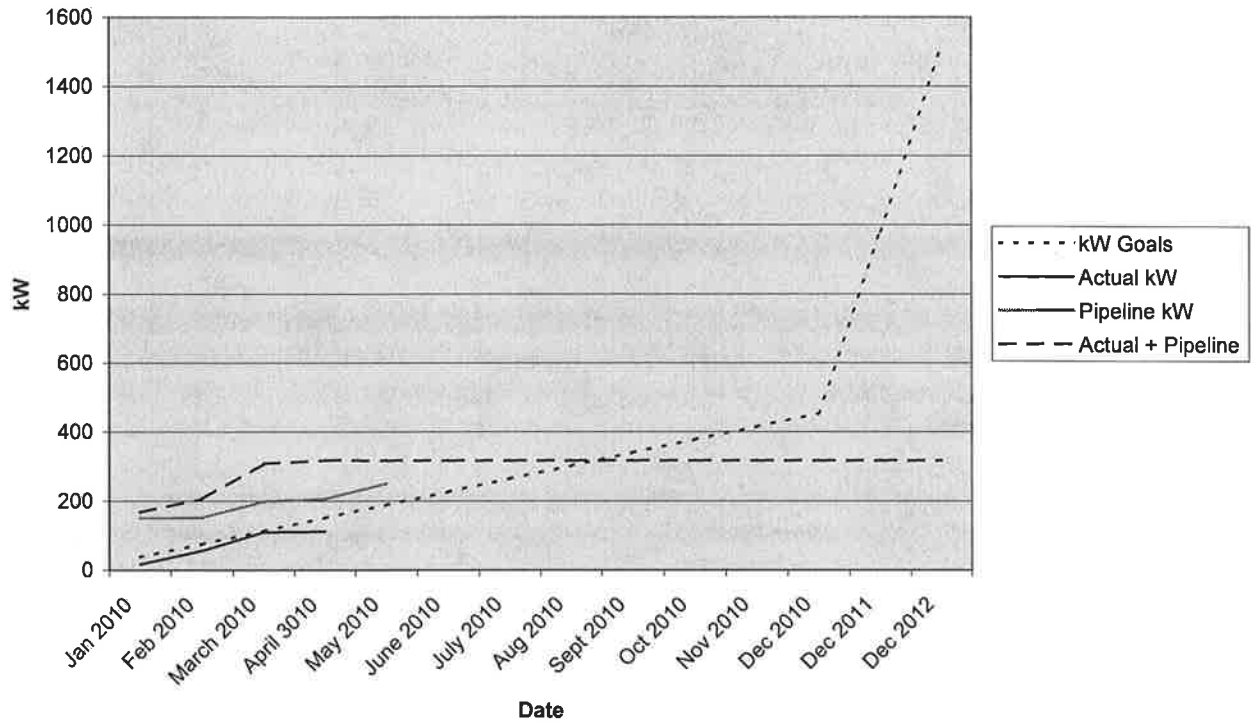


San Mateo County Energy Watch - a partnership between PG&E, C/CAG, and Ecology Action

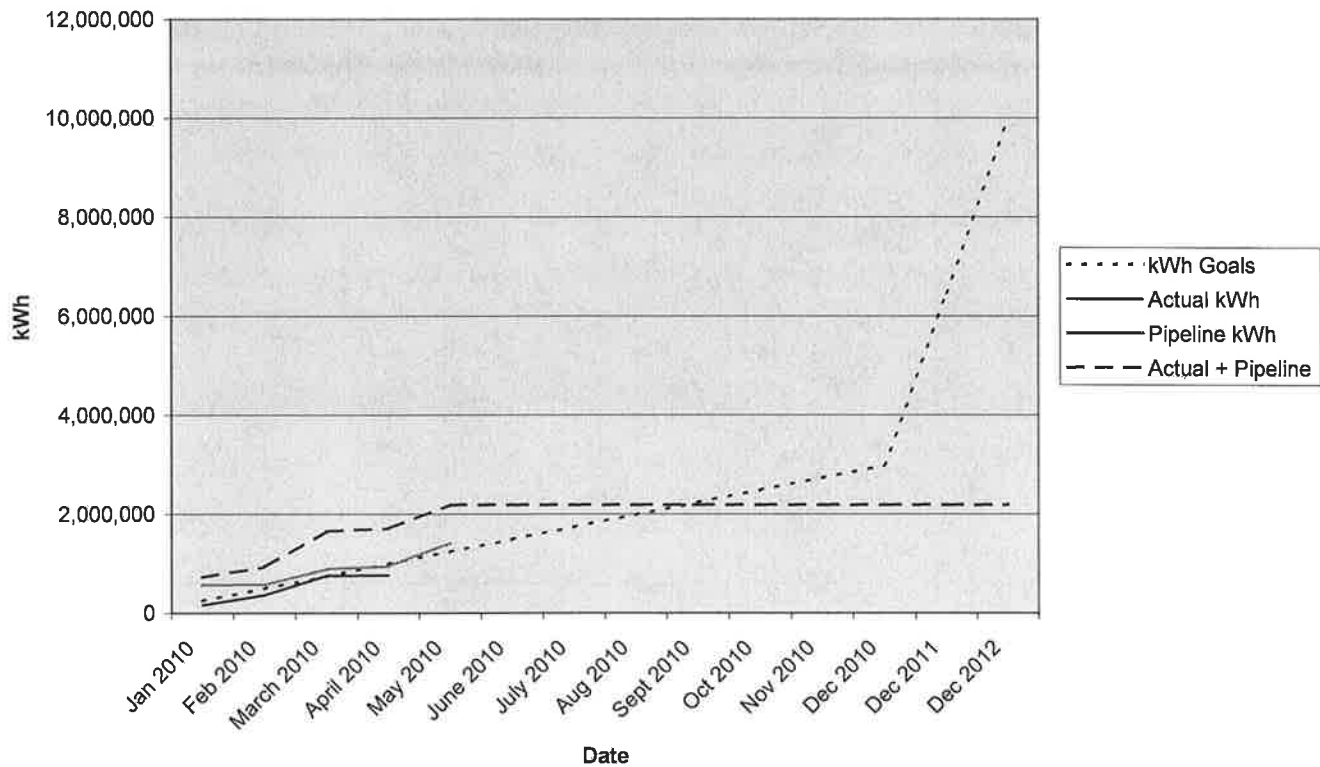


## San Mateo County Energy Watch 2010-2012: Energy-Savings Goals vs. Energy-Savings Achieved

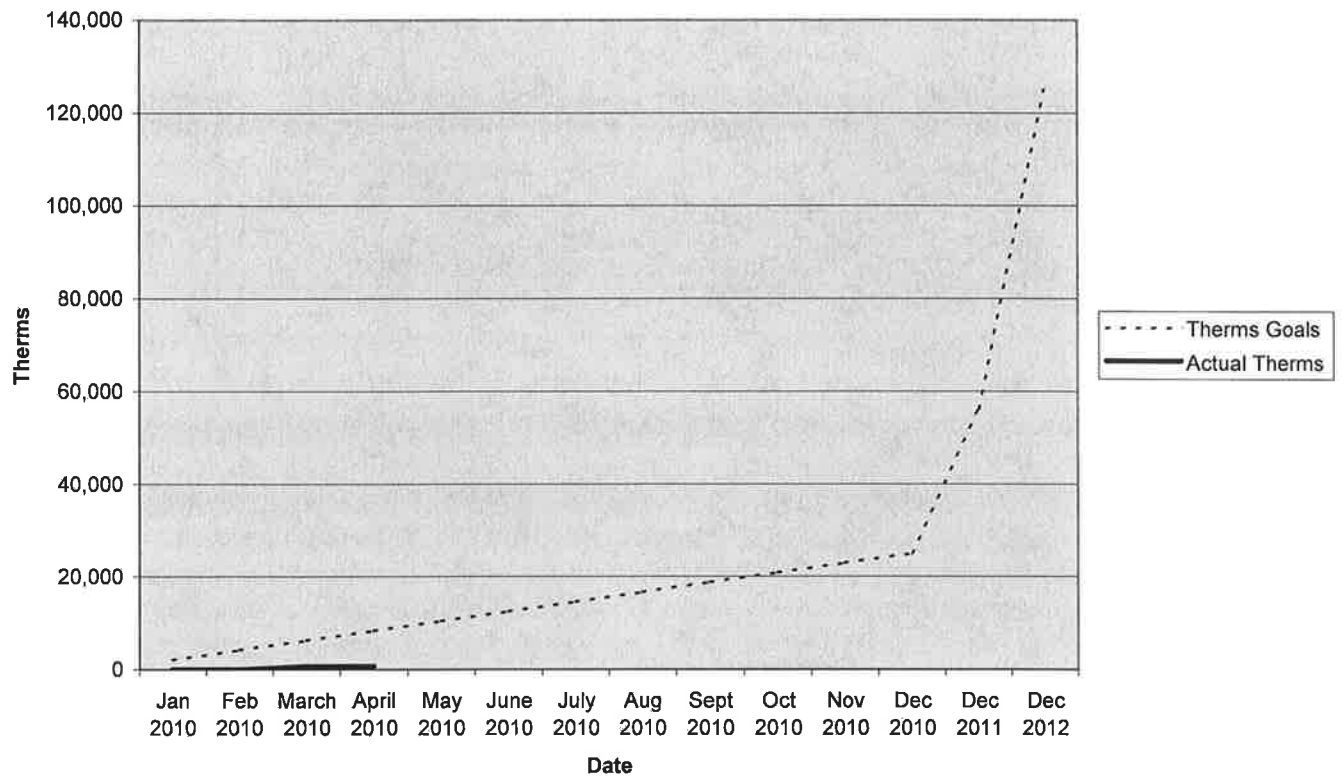
San Mateo County Energy Watch - kW Savings Achieved vs. kW Savings Goals



San Mateo County Energy Watch - kWh Savings Achieved vs. kWh Savings Goals



### San Mateo County Energy Watch - Therms Savings Achieved vs. Therms Savings Goals



Note: there are several natural gas projects in Energy Watch's pipeline. However, they are in the initial stages of development, so there are no estimates for therms savings at this time.